



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: AUGUST 5, 2016

CLOSES: SEPTEMBER 1, 2016

JOB TITLE: POLICE OFFICER

DEPARTMENT: LAW ENFORCEMENT

REPORTS TO: SHIFT COMMANDER

SALARY: LE MATRIX + BENEFITS

HOURS: 40 HRS/WK – FULL TIME

GRANT FUNDED POSITION: POSITION IS SUBJECT TO FUNDING

POSITION SUMMARY:

Responsible for the enforcement of all tribal laws and regulations which shall include both land and marine areas which are under tribal jurisdiction. The police officer should possess understanding of sovereignty, tribal regulations and the need for their enforcement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works in partnership to build positive relationships with the community and other agencies to solve law enforcement issues and to improve the quality of life for the Puyallup Tribe of Indians and its residents.
2. Patrols an assigned area of the reservation in a patrol vehicle, a motorcycle, marine vessel or bicycle, during an assigned shift, to preserve law and order, to prevent and discover the commission of crimes, and to enforce civil regulations.
3. Answers both emergency and non-emergency calls and complaints involving fire, traffic accidents, domestic situations, robberies and other misdemeanors, and other disturbances and answers felony calls and takes necessary police action.
4. Conducts preliminary investigations at crime scenes and accidents, gathers evidence, locates and questions witnesses.
5. Testifies as a witness in court.
6. Interviews witnesses and/or complainants; collects material evidence and performs crime scene work; performs surveillance; apprehends, interviews, and arrests suspects; prepares and submits accurate reports and keeps detailed incident logs; assists other jurisdictions and agencies; participates in undercover investigations of narcotics, gambling, vice and other activities, violations and crimes; may be called on at any time for emergency duties.
7. Maintains confidentiality so as not to jeopardize on-going cases.
8. Must be able to quickly assess situations in accordance with operating rules, regulations and laws while considering the needs of the community in order to protect the health and safety of the public, other officers and himself/herself.

9. May participate on special task forces as assigned by shift commander which may include school resource officer duties, gang resistance education and training to students, school staff and community. Performs hunting patrols and patrols of seasonal fireworks areas or other events/activities. May work marine or hunting patrols including ensuring that shellfish divers are in compliance with shellfish code through quarterly Urine Analysis.
10. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED) is required.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licenses/ Certificates/Other

Entry Level Candidates:

Must be able to complete the Washington State Training Commission Basic Academy, or Bureau of Indian Affairs Basic Police Training or other tribal/state approved basic academy within one year of hire. Must complete Washington State equivalency commission within one year of hire as a condition of employment. Must be able to obtain a commission through agencies in which the tribe has entered

into Memorandums of Understanding/Agreement (MOU/MOA) for commissioning within the first year of employment, and maintain such cross commission during entire length of employment.

Must complete a one-year probationary period with the Law Enforcement Department after successful completion of the Basic Law Enforcement Academy. Must successfully complete field training.

Lateral Candidates:

Must be currently certified as a police officer and have worked as a police officer during the past two years and have no break-in-service. Graduate of the Washington Training Commission Basic Academy or Bureau of Indian Affairs Basic Police Training or other tribal/state-approved basic academy. Must submit proof of Academy certification. Washington State Equivalency examination within one year of hire as a condition of employment. Must be able to obtain a cross-commission through Pierce County Sheriff's Department within the first year of employment.

Lateral candidates can be exempted from the written/physical agility test if Academy certified and have worked as an officer within the last two years. Lateral candidates must submit proof of Academy certification.

All Candidates:

Must have a valid state driver's license and be insurable.

Must have or qualify for a valid Washington State concealed weapons permit.

Must have no felonies.

Must be at least 21 years of age.

Must be able to successfully complete a physical agility and written test; and psychological evaluation as part of the hiring qualification process. *Lateral candidates can be exempted from the written/physical agility test if Academy certified and have worked as an officer within the last two years. Lateral candidates must submit proof of Academy certification.*

Must be able to successfully complete periodic physical and psychological evaluations during entire length of employment.

Must be able to pass a physical medical exam and drug screen in order to meet BIA requirements.

Required to attend necessary trainings.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Must deal with the public in a tactical, pleasant and courteous manner.
- The employee regularly required to talk and hear; sit; stand; walk; drive; push and/or pull; kneel, stoop, crouch or crawl; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is moderate.
- The physical exertion is moderate.
- Work is performed in outdoor weather conditions.
- The employee is occasionally exposed to wet, humid conditions; toxic or caustic chemicals; extreme heat; and may be required to work with explosives.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*